

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Teaching Professional	<b>Job Family:</b> 4
<b>General Classification:</b> Front-Line	<b>Job Grade:</b> 5

**Definition:** Under general direction of the Head Golf Professional, develops and coordinates a program for high-quality customer services at the practice range facility and develops, assigns and conducts golf instructional lessons for individuals and groups; supervises range staff; supervises volunteer program for range assistants; performs other related work as required.

**Distinguishing Characteristics:** Positions allocated to this class are assigned various functions that are limited in scope and/or application. Work in the class is distinguished from that of lower classifications by this broader scope of responsibility, performance of highly complex and/or specialized assignments.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Establishes highest-level customer service programs and supervises staff in carrying out and maintaining highest-quality customer services and relations.
2. Coordinates and supervises practice range operations and golf instructional functions in accordance with established City policies and applicable guidelines of the Professional Golfers Association of America (PGA) or the Ladies Professional Golf Association (LPGA).
3. Supervises, trains and evaluates assigned range staff, range volunteers and contract instructors.
4. Develops, organizes, supervises, conducts and schedules instructional programs for all levels of activity.
5. Assists in developing practice range procedures and improvements and in preparing recommendations regarding policies and resources.
6. Enforces all rules and regulations governing the use of the practice range and other practice facilities.
7. Identifies and analyzes problems, conducts studies, evaluates alternatives and implements effective solutions.

**Position Title:** Teaching Professional

Page 2

8. Assists in budget preparation and administration for range operations.
9. Represents the course in professional golf activities and at various meetings associated with golf activities; may serve as liaison with other golf courses, member clubs, various community groups.
10. Coordinates and performs specialized project, program or operational work as required.

**Minimum Qualifications:**

Knowledge of: Knowledge of the game of golf, its rules and regulations; knowledge of the principles and practices of golf course administration, with special orientation to and expertise in golf instruction. Extensive knowledge of philosophy, practices and programs used in teaching the game of golf to all players.

Ability to: Ability to effectively coordinate and supervise all assigned golf course activities, including highest-quality customer services, practice range facilities and club repair activities; development and implementation of golf programs and services; marketing of golf lessons and services; interpreting and analyzing information; drawing valid conclusions and forecasting consequences of decisions and recommendations; preparing studies and reports concerning complex matters; setting priorities, meeting deadlines and making sound decisions; establishing and maintaining accurate records; maintaining level of knowledge required for satisfactory work performance; developing and administering assigned budgets; communicating effectively; establishing and maintaining effective working relationships with employees, public officials, member golf clubs, golf professional and community groups and the general public; supervising, training and evaluating staff.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Training and experience equivalent to completion of the 12th grade. In addition, Class A membership in the PGA or the LPGA. Graduation from college is highly desirable.

**Required Licenses or Certificates:** Possession of a valid California driver's license.

**Position Title:** Teaching Professional

Page 3

**Working Conditions:** Willingness and ability to work weekends and/or holidays and to vary work hours and adjust work schedules as needed.

Established February 28, 2000

Revised August 1, 2000

CLASS SPECS

CS235-F^